United Nations ST/IC/2003/41

Secretariat

30 June 2003

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Administration and Management

Subject: **Communications and contacts with host country authorities**

1. With a view to ensuring the best possible coordination between the Government of the United States of America and the United Nations, the United States Mission to the United Nations has recently reminded the Organization that the only appropriate form of communications with the United States Government on matters of substance or questions regarding policy is that of a diplomatic note to the United States Mission.

2. The United States Mission to the United Nations has advised that this policy is not intended to apply to matters of a routine nature. Routine communications regarding acquisition/disposition of property, sales tax exemptions, customs declarations, and matters pertaining to the registration and operation of motor vehicles may be sent directly to the New York Regional Office of the Office of Foreign Missions.

3. In cases of doubt, officials of the Organization should call the Minister-Counsellor for Host Country Affairs (212-415-4131) to confirm that a particular communication is of a routine nature.

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* The present information circular, which supersedes circular ST/IC/1996/60 dated 11 October 1996, will be in effect until further notice.

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